

## CONFIDENTIAL

### CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

20 September 1972

1. Present were:

[Redacted]

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2. Items of interest from DD/P Staff Meeting - 20 September.

a. Appointment of COS/COB/DCOS. On 6 September we reported Mr. Meyer's reminder on the appointment of these officers. Today he added that whenever it is necessary to appoint an Acting COS that prior clearance be obtained from DDP. Mr. Meyer or Mr. Karamessines will keep the Director informed as to such "acting" situations.

3. Items of interest from the DD/S Staff Meeting - 19 September.

a. Records Management Officers Conference. Mr. Colby's memo to the four Deputies, dated 8 September 1972, is reproduced for your information.

25X1

"1. The sixth annual Records Management Officers Conference is scheduled to take place at [Redacted] October 25th, 26th, and 27th. This year's Conference will concentrate upon information-handling problems of this Agency for today and the future, and the role of the Records Management Officer in helping to solve these problems. The general format will include presentations to all Records Management Officers on these themes, followed by Directorate discussions which will localize problems and solutions to the individual Directorates.

"2. I believe this is an important Conference in terms of generating motivation and enthusiasm on the part of Records Management Officers doing a better job in assisting our Office and Division Heads. I would hope that you would encourage your Records Management Officers within your Directorate and its components to attend this Conference."

b. Support Directorate Personnel Retirements During September 72.

Civil Service System

Career Service

Effective Date

[Redacted]

1 September 1972

1 September 1972

28 September 1972

29 September 1972

29 September 1972

25X1

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c. 25th Anniversary Ceremony. Mr. Coffey stated that Dr. Kissinger was extremely gracious and complimentary in his remarks, and could not have picked better words to express his appreciation to the people of the Agency. Dr. Kissinger's address has been filmed and taped, and a transcript is being prepared. It is probable that Dr. Kissinger's remarks will be given wide distribution in the Agency.

d. Exhibit in First Floor D Corridor. Mr. Coffey referred to the exhibit of interesting and historical memorabilia in D corridor and urged all to view it. The Billings Medal won by our Drug Abuse display in San Francisco is included.

e. CIARDS. Mr. Fisher said that OP is preparing a legislative package for submission to the next Congress which would include a few catch-up amendments that have been included into the Civil Service Retirement System. He also mentioned that OP wants to achieve a funding arrangement, now included in the Civil Service Retirement System, for stabilizing unfunded liability. Mr. Fisher also said that OP is seeking to drop the Agency retirement quota, or alternatively, to increase the quota by 300 for the 5-year period ending 30 June 1974.

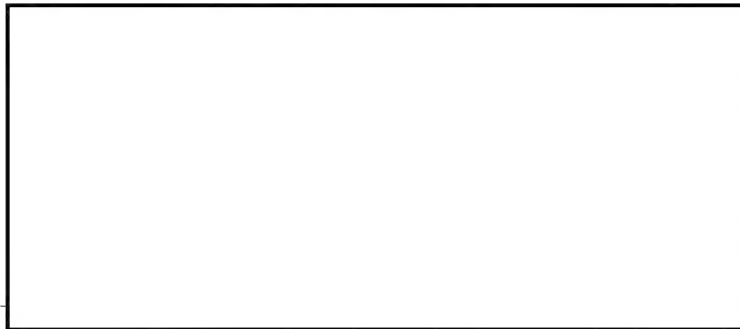
4. Other items of interest.

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b. Approved Support Officer Assignments.

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January 73  
August 73  
Spring 73  
Summer 73  
Fall 72  
Now  
Now  
Spring 73

c. Approved Support Officer Extensions.

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September 74  
July 74  
June 74

d. Snow Lists. Please get these in. Some of you have sent in one list and not the other. Also remember they want zip codes.

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e. Requests for Replacement of Parking Permits. Many of the requests for replacement of parking permits are still coming in classified Secret and Confidential. "Administrative - Internal Use Only" is adequate.

25X1 f. [REDACTED] has been in Suburban Hospital briefly for an infection and may require surgery at Suburban in the next few days. He presently is at home.

g. Security Violations. There was a total of 17 security violations charged to DDP components during the month of August, matching the total for July. AF, NE and WH had three each; O-DDP, CA, CCS, Div D, EUR, FE, OPSEER and TSD each had one.

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